SPECIAL EDUCATION EXITING DATA REPORTING INSTRUCTION MANUAL

For School Year 2006-2007

April 2007

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EXITING DATA INSTRUCTIONS

This is a collection of data on students who were in special education at the start of the reporting period, but were not in special education at the end of the reporting period.

Reporting Period: July 1, 2006 - June 30, 2007

DUE DATE: June 30, 2007

The U.S. Department of Education requires that states submit data on students who have exited special education, using a reporting period of July 1, 2006, through June 30, 2007.

There are NO significant changes to the Web application for this year.

Clarification on Who Should be Reported
A student must have been:

- in special education (had an active IEP) at the beginning of the reporting period - July 1, 2006; **AND**
- exited from the special education program sometime before the end of the reporting period - June 30, 2007.

NOTE: A student listed on the prefilled report form (list of students from the December 1, 2006, Child Count), and who has exited the special education program during the reporting period should only be reported with an exiting code if he/she had an active IEP on July 1, 2006.

Important Points - <u>Please Read</u>

☐ **Students who should be reported** are those (ages 3-21) who were in special education at the start of the reporting period (July 1, 2006), but were not in special education at the end of the reporting period (June 30, 2007).

☐ **A completed report form must be submitted to the OPI for each school within the school district, whether the school has students to report or not.** If a school has no students to report, check the "no students exiting special education" box at the bottom of the data entry screen.

☐ **The process begins with a prefilled list of students** from the December 1, 2006, Child Count for each school. A report form with the prefilled list of students for each school may be printed from the Web application (see page 17 for instructions). The data entry screen for each school in the Web application also shows the same prefilled list.

- ▪ **For those students who were in special education at the beginning of the reporting period, but were not in special education at the end of the reporting period, and are on the prefilled list** from the December 1, 2006, Child Count, simply select an exiting code that identifies why the student exited (exiting codes and definitions start on page 5).

- ▪ **For those students who were in special education at the beginning of the reporting period, but were not in special education at the end of the reporting period, and are <u>NOT</u> on the prefilled list** from the December 1, 2006, Child Count, all Child Count data must be entered PLUS an exiting code that identifies why they exited (exiting codes and definitions start on page 5). These are students who exited prior to the December 1, 2006, Child Count.

☐ **If a student entered special education after July 1, 2006, and exited before the end of the reporting period** (June 30, 2007), do not count the student as exited.

☐ **If a school district or special education cooperative wishes to submit exiting data by paper form**, please call Anne Lowney (406-444-5661) for instructions.

Timelines

July 1, 2006-June 30, 2007	<u>Reporting Period</u>. Any student who was in special education at the start of the reporting period, but was not in special education at the end of the reporting period must be reported under the school the student was enrolled in with an appropriate exiting code.
April 30, 2007	Electronic Application opens for data entry.
June 30, 2007	Deadline for submitting data to the OPI.
July 1, 2007	Electronic Application closes.

Exiting Data Codes

The codes and definitions that are used to report exiting data are provided by the U.S. Department of Education. Please use the code numbers for reporting purposes.

Exiting Codes

Code No.
- 01 ....**Returned to regular education**
- 02 ....**Moved, known to be continuing**
- 04 ....**Dropped out**
- 15 ....**Reached maximum age**
- 22 ....**Died**
- 23 ....**Graduated with a regular high school diploma**
- 32 ....**Received a certificate of completion**

Exiting Code Definitions:

01 **<u>Returned to regular education</u>.** These are students who were being served in special education at the start of the reporting period (July 1, 2006 - June 30, 2007), but at some point during that 12-month period returned to regular education. These students no longer have an IEP and are receiving all their educational services from a regular education program.

02   **Moved, known to be continuing.** These are students who have moved out of the catchment area (see definition below) or otherwise transferred to another district and are <u>KNOWN</u> to be continuing in an educational program. There does not need to be evidence that the student is continuing in special education, only that he/she is continuing in an education program. This includes students in residential drug/alcohol rehabilitation centers, correctional facilities or registered home schools.

        <u>CATCHMENT AREA</u> is defined as an elementary school district <u>AND</u> a high school district, or a K-12 school district, that the student will move through in the normal progression of his/her education.

        Examples of "Moved, known to be continuing":
- Student has moved out of the catchment area within or outside the state and records have been requested by another school district.
- Student no longer attends public school, but the school is aware that the student is being educated in a registered home school, or in a private school. (A registered home school means the home school is registered with the county superintendent in the county where the home school is located.)

04   **Dropped out.** These are students who were enrolled at the start of the reporting period (July 1, 2006 – June 30, 2007), were not enrolled at the end of the reporting period, and did not exit special education through any of the other codes described. This includes dropouts, runaways, GED recipients, expelled students, students who moved and are not known to be continuing in another educational program, and status unknown.

        Examples of "Dropped out":
- Left school to take a job
- Joined the military
- Is a runaway
- Is missing/unknown
- Is a member of a Hutterite community and leaves school after the 8th grade and the family is not registered as a home school
- GED recipients (in Montana, a student cannot be enrolled in a school and take the GED)

15   **Reached maximum age.** These are students who have exited special education because they have reached the maximum age for receipt of special education services, including students with disabilities who reached maximum age and <u>did not</u> receive a diploma. <u>These students must be at least 20 years old on the Child Count date of December 1, 2006</u>.

22   **Died.** These are students who died during the reporting year (July 1, 2006, through June 30, 2007).

23   <u>**Graduated with a regular high school diploma**</u>. These are students who have exited an education program through receipt of a high school diploma identical to that for which students without disabilities are eligible.   These students met the same standards for graduation as those for students without disabilities.   <u>These students must be at least 16 years old on the Child Count date of December 1, 2006</u>.

32   <u>**Received a certificate of completion**</u>. These are students who have exited the education program and received a certificate of completion, modified diploma or similar document.

Who Must Report Exiting Data

Every school within every school district in the state must submit a completed exiting report form. If a school has no students to report, indicate no students by checking the "no students exiting special education" box on the data entry screen and submit.

Who To Contact With Questions

The following is a list of OPI resources available to answer questions about this application:

<u>For general questions or questions on the data to be reported</u>, contact Anne Lowney at 406-444-5661 or e-mail to alowney@mt.gov

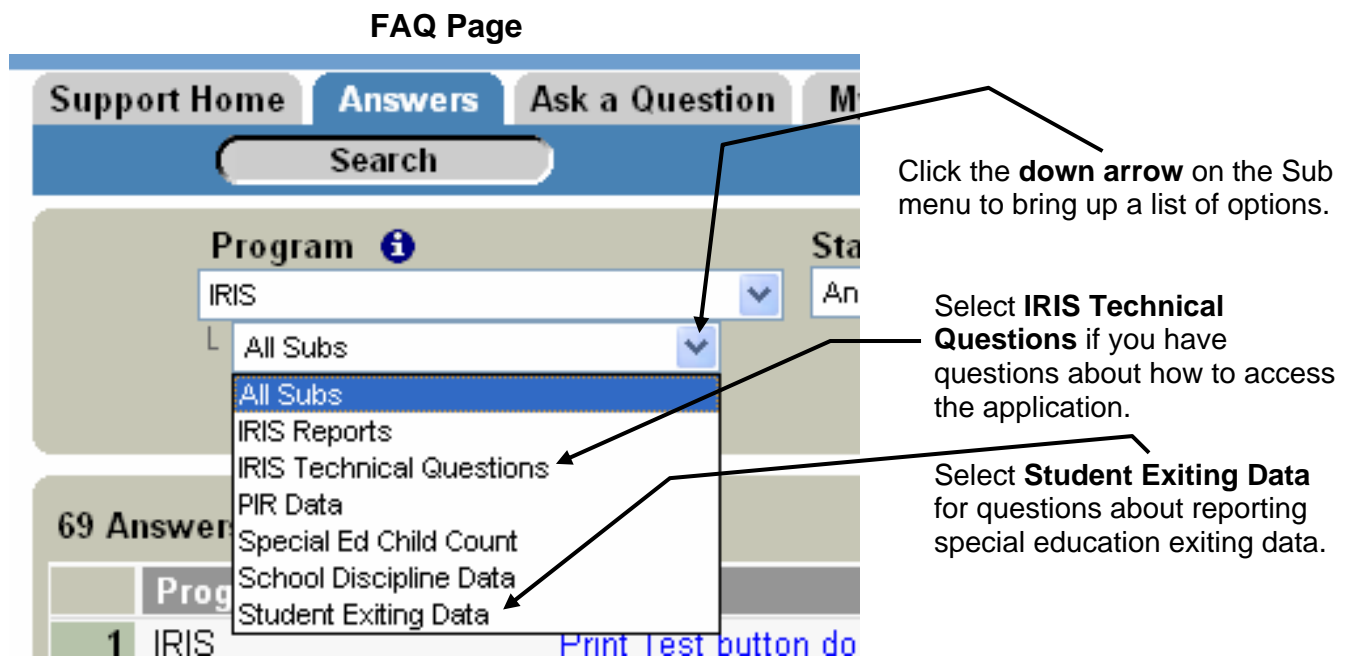<u>For questions on accessing the Web application, contact the following:</u>

- User Name and/or password - contact OPI Help Desk at 406-444-3448

- Installing the Citrix software - contact OPI Help Desk at 406-444-3448

- Printing problems - contact Ron Nelson at 406-444-0500 or Layne Cope at 406-444-3541.

- Problems with the Web application - contact Anne Lowney at 406-444-5661 or e-mail at alowney@mt.gov

- To access a Web site containing frequently asked questions relating to topics relevant to this reporting process:

Go to the OPI Web page (http://www.opi.mt.gov).
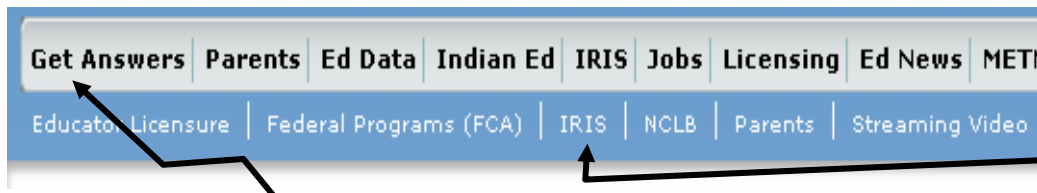
Hover your curser over the **Get Answers** tab at the top of the page to bring up a sub-menu. Click on the **IRIS** option in the sub-menu.

FAQ Page

Click the **down arrow** on the Sub menu to bring up a list of options.

Select **IRIS Technical Questions** if you have questions about how to access the application.

Select **Student Exiting Data** for questions about reporting special education exiting data.

Students Who Are Not Listed On The Prefilled Forms (and fit the criteria for reporting exiting data) – Required Data

Students who were in special education at the beginning of the reporting period (July 1, 2006), but were not in special education at the end of the reporting period (June 30, 2007) and are not listed on the prefilled form, must be added to the exiting report. Data must include the same data reported for Child Count, PLUS an exiting code.

NOTE: Do not report students who have not exited the special education program.

Enter the data for these students in the blank row at the bottom of the data entry screen:

Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Dup- licate Over- ride	Grade	Race	LEP	Setting of Service	Service Plan	List of Disability Abbrevations	Exiting Codes	SPED Student added for Exiting Purposes
Add new students here											
If you have students to report who are not found on the preprinted list, add them and don't forget they must have an Exiting Co											
		▾	☐	▾	▾	▨	00 ▾	☐			☐

- Initials

- Birthdate

- Gender – Male/Female

- Duplicate Override - Check this box when there is more than one student reported under the same school with the same initials, birthdate, gender, and race. Twins or triplets of the same gender may fit this criterion.

- Grade

- Race/Ethnicity Codes (choose one):

Code	Name	Definition
01	**American Indian or Alaskan Native**	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
02	**Asian**	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
03	**Hispanic**	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
04	**Black (not Hispanic)**	A person having origins in any of the Black racial groups of Africa.
05	**White (not Hispanic)**	A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
06	**Native Hawaiian or Pacific Islander**	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

- Limited English Proficient (LEP) - check if the student fits criteria below:

  An individual
  A. who is aged 3 through 21;
  B. who is enrolled or preparing to enroll in an elementary or secondary school;
  C. (i) Who was not born in the United States or whose native language is a
        language other than English;
     (ii) (I) Who is an American Indian or Alaskan Native, or a native of the outlying areas; and
          (II) Who comes from an environment where a language other than English has had a
               significant impact on the individual's level of English language proficiency; or
     (iii) Who is migratory, whose native language is a language other than English, and who
           comes from an environment where a language other than English is dominant; and
  D. whose difficulties in speaking, reading, writing, or understanding the English language
     may be sufficient to deny the individual
     (i) the ability to meet the State's proficient level of achievement on State assessments
         described in section 111(b)(3);
     (ii) the ability to successfully achieve in classrooms where the language of instruction is
          English; or
     (iii) the opportunity to participate fully in our society.

- Disability Codes (report all that apply):

Code		Code	
AU	Autism	HI	Hearing Impairment
CD	Cognitive Delay	LD	Learning Disability
CW	Child With Disabilities	OH	Other Health Impairment
DB	Deaf-Blindness	OI	Orthopedic Impairment
DD	Developmental Delay	SL	Speech/Language Impairment
DE	Deafness	TB	Traumatic Brain Injury
ED	Emotional Disturbance	VI	Visual Impairment

- Setting of Service Code – **this code is not required for exiting data reporting**.
  A "00" is entered in this field as the default setting for exiting data. The user may
  skip over this field or enter a setting of service code if it is known.

- Exiting Code – choose one (see exiting code definitions starting on page 5).
  - **01**   **Returned to regular education**
  - **02**   **Moved, known to be continuing**
  - **04**   **Dropped out**
  - **15**   **Reached maximum age**
  - **22**   **Died**
  - **23**   **Graduated with a regular high school diploma**
  - **32**   **Received a certificate of completion**

Introduction to the Special Education Data Collection Software

If you are a first-time user of the special education data collection software, please read through these instructions carefully. If you are familiar with the electronic application and want to review just one section, refer to the table of contents for page numbers.

It is necessary to have a User Name and Password to access the application. User Names and Passwords were mailed to superintendents and special education cooperative directors last summer (July 2006). The same User Name and Password are used to access a number of electronic applications through the OPI information reporting system, including the Special Education Data Collection, Annual Data Collection, MAEFAIRS, and School Discipline Data Collection. The User Names are the district/cooperative legal entity number or the school code for a school - these never change. However, the passwords (combination of random numbers and case-sensitive letters) are reassigned each summer and the last two letters of the password change every two months throughout the year to reflect the first letters of the two months the password is active in. The passwords you will be using for this application will end with "MA" for March/April (used during April) and "MJ" for May/June (used during May and June). If you have problems logging in, call the OPI Help Desk at 406-444-3448.

Hardware and Software Requirements

Basically, any Windows 98 computer capable of running a Web browser equal to Internet Explorer 6.0 with 128 bit encryption or any Windows NT, 2000 or XP, computer running Internet Explorer 6.0 with 128 bit encryption may be used.

IBM
Microprocessor	80486 or higher as required for a Web browser
Memory	8mb of Ram as required for a Web browser
Video	VGA or SVGA as required for Web browser (1)
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for Web browser
Citrix client	6.2x - Required Installation – Replaces all previous versions

Macintosh
Power PC or better	
Memory	8mb of Ram as required for a Web browser
Operating System	9.2 or greater
Video	Not applicable
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for Web browser
Citrix client	6.2x – Required Installation – Replaces all previous versions

Note: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To check your screen resolution:

- Right-click on your desktop.

- Go to **Properties** and select **Settings**.
- Move the slider bar under "**Screen Area**" until a resolution of 800 x 600 is displayed.
- Click "**OK**."
- You will be prompted to accept the new settings in the "**Display Settings**" dialog box. The monitor will blank out and then display the new settings under the "**Monitor Settings**" dialog box.   If you do not click on the "**OK**" button at this point your settings will be returned to the previous setting after 15 seconds. If the video settings appear normal, click "**OK**" and your monitor resolution will be reset.

Accessing the IRIS Web Page

NOTE: The format of these screens may occasionally change. This means that the screens pictured in this manual may be slightly different than what you see on your computer.

If you have problems following the instructions because of different screens, call the OPI Help Desk at 406-444-3448.

To access the Special Education Data Collection application via the Internet, log onto the Office of Public Instruction's (OPI) Web page at http://www.opi. mt.gov.

If you experience difficulty getting to the OPI home page, please try to reach another site like www.yahoo.com or www.google.com. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

At the OPI home page, click on the tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information Service (IRIS).

The next screen you see is the Citrix login screen. There have been no new Citrix Client updates since the Child Count Data Collection in December 2006. If you reported Child Count data in December on your current computer, you can skip the next section.

Installing the Citrix Client

If you have never used a Citrix application through our IRIS site, you must install the Citrix Client before logging in.

Citrix Login Screen

Windows users: Click on **Install Citrix Clients** and then click on the link titled:

Install Citrix Web Client (ICA32t.exe - 2.75 MB) – *updated 06.02.05*

Macintosh users: If you use Java, the Client automatically updates. If you use OSX, click on **Install Citrix Clients** and then click on the link titled:

Download Macintosh Citrix client for OSX from OPI ftp server (ICA_Client_Mac_OSX.dmg - 6 MB) – *updated 09.12.05*

Open or **Run** the application and follow succeeding screens until the client has been installed.
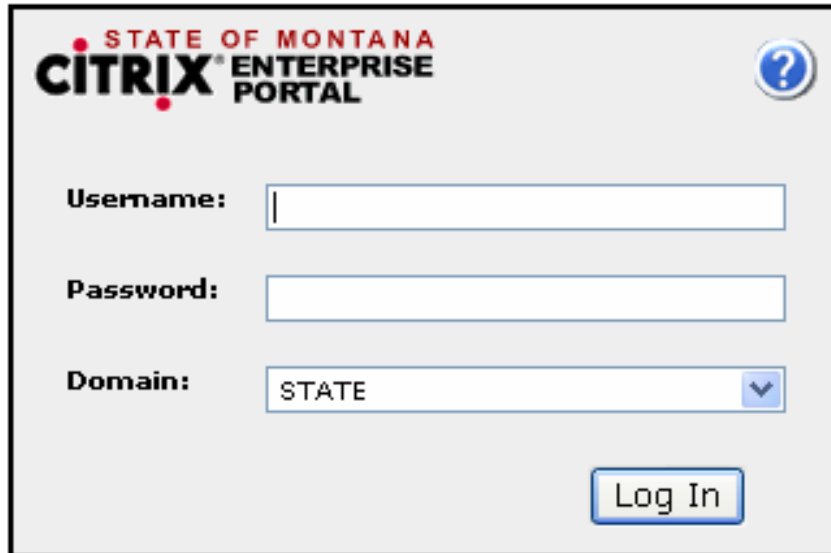
If you have problems installing the Citrix Client, call the OPI Help Desk at 406-444-3448.

NOTE: After installing the Citrix Client, you will need to refresh the Web browser by exiting out of Internet Explorer and browsing back in again.

NOTE: The **Instructions** button on the right side of the Citrix Login screen is a link to a list of Citrix applications and resources available for those applications. Under **Special Education Data Collection**, you will find a list of resources available for the Special Education Exiting Data Collection application.

Logging In

Citrix Login Screen

Log in using the cooperative, district, or school **User Name** and **Password** mailed by the OPI to district superintendents and cooperative directors in July 2006. Leave the **Domain** at the default value.

Passwords are changed periodically, so be sure you are using the current password (the password for use in March and April will end with the letters "MA" and the password for use in May and June will end with the letters "MJ"). If you encounter problems logging in, check with your superintendent or cooperative director to be sure you have the correct password (passwords are case-sensitive and must be typed exactly). If you still have problems, call the OPI Help Desk at 406-444-3448.

Citrix Enterprise Portal Screen
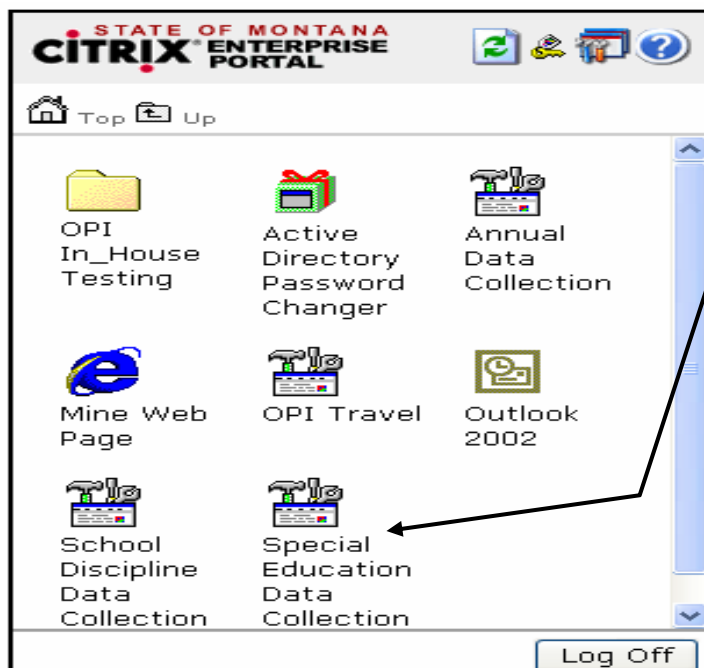
This screen displays a list of all OPI applications that you have access to based on your User Name and Password.

Click the **Special Education Data Collection** link.

NOTE: A common problem that occurs when trying to open an application results in the error message: **Error: ICA file not found**. If you experience this message you may have too many temporary Internet files (cookies) stored on your computer. To delete those files, go to your Internet Explorer and select **Tools, Internet Options**. Select the **General** tab and in the **Temporary Internet Files** option, click **Delete Files**. Call the OPI Help Desk at 406-444-3448 if you have problems.

Getting Started

When you see this screen, you are in the Special Education Data Collection application.

Tip of the Day Screen

Based on your User Name and Password, the program will limit your access to just those areas of concern to you and the data you need to enter. Your user level is described on this screen. As a school district, you will have access to and be able to enter data for all schools in your district. As a school, you will have access to and be able to enter data for your school only. As a cooperative, you will have access to data for all member districts and their schools. A cooperative's ability to enter data for member districts depends on flags that are set in the application. For more information on cooperative accessibility see page 20.

Be sure to read the **Tip of The Day** for helpful hints or changes to the application. Click **Continue**.

Main Menu

This screen provides options for selecting schools/districts based on the level of the user.

> If the user is logged in as a School, the options for selecting a school or district are not available.
> If the user is logged in as a School District (as in the example on the next page), the user has the option of picking any school within the district to work with.
> If the user is logged in as a Cooperative, the user has the option of picking any member district and then any school within that district to work with.

Main Menu Screen

Choose your task from the buttons on the left of the screen. The task selected will be indented and options available under that task will show in the white screen.

The **Data Entry** button is selected by default and is the option you will use for entering data.

The **Reports** button will list several reports available to the user (see page 17 for additional information on reports).

The **Views** and **Administration** buttons have no options at this time.

Special Education Data Collection Main Menu

Office of Public Instruction

Special Education Data Collection

School Year: 2005-2006

Coop: 9689   **Bear Paw Cooperative**

District: 1224   **Liberty Elem**

School: 1648   Liberty Elementary School

Select a button then double click to select the option to the right.

Special Education Student Exiting Data Entry Form
Submit Exiting Data

📝 Data Entry

📓 Reports

🖼 Views

✔ Administration

❓ Help

Enter Special Education Student Exiting Data

Single click on the option in the white screen to view a description of that option.

Help   Exit

To go to the data entry screen, make sure the Data Entry button is selected, then <u>double click </u>on **Special Education Student Exiting Data Entry Form**.

Click the **Exit** button, to exit the application.

The **Help** button provides access to several resources.

The **OPI Knowledge Database** is a collection of frequently asked questions and answers on numerous topics and is searchable. Click on the link, type "Exiting" in the search field, and click **Search**).

OPI Knowledge Web Database

Office of Public Instruction

Special Education Data Collection Web Help

Select the Help you desire

OPI Knowledge Database

Instruction Manuals and Specifications

Exit

frmWebHelp

Click on the link titled **Instruction Manuals and Specifications** to access a list of resources for Citrix applications (including Exiting Data Collection resources - also accessible from the Login screen).

You are encouraged to use these resources. If you are unable to find an answer to your question, call Anne Lowney at 406-444-5661.

Accessing Reports

- If the user is logged in as a <u>school district</u>, reports will include data for all schools within the district.
- If the user is logged in as a <u>school</u>, reports will show data for that school only.
- If the user is logged in as a <u>cooperative</u>, reports will include data for all schools within all member districts.

Main Menu Screen

Click the **Reports** button on the Main Menu.

A description of the option selected shows at the bottom of the screen.
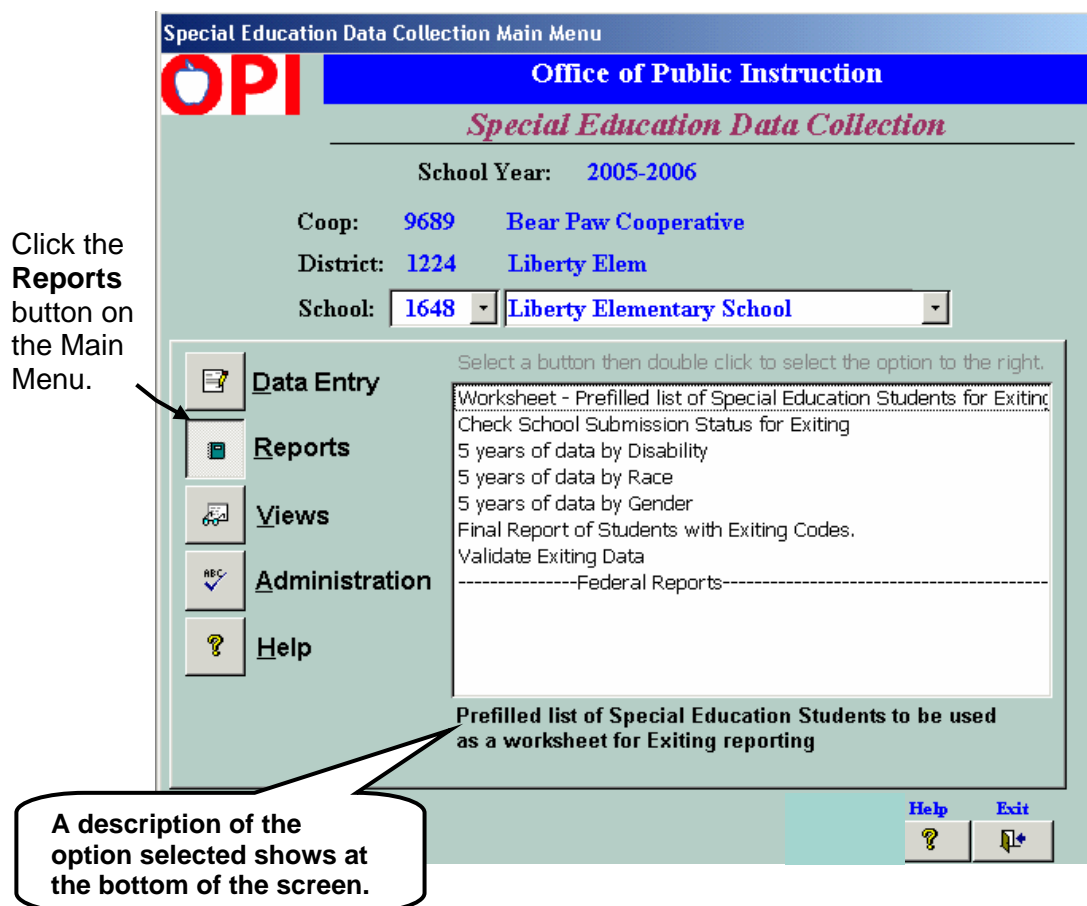
Available Reports under the Reports button:

Worksheet - prefilled Child Count report that lists all students from December 1, 2006, Child Count. <u>Paper filers will use this report to submit their exiting data</u>.

Check School Submission Status for Exiting - shows the submission status of all schools in a district or member districts in a coop (useful only at the district and coop levels, and then only if schools or member districts are submitting their own data to the district or coop).

5 years of data by Disability/Race/Gender - these reports show 5 years of Child Count data by disability, by race, and by gender. The reports provide data based on the user level - at the school level, the report will show data for that school; at the district level, the report will show data for all schools in the district; at the cooperative level, the report will show data for all member districts.

Final Report of Students with Exiting Codes - this report lists all students who have been reported with an exiting code. The report provides data based on the level of the user: school level report shows data for that school; district level report shows data for all schools in the district; and coop level report shows data for all schools of all member districts. These same reports are available on the data entry screen for the school selected.

Validate Exiting Data - this report lists any validation errors that will inhibit submitting the data. (This will also show during the submission process if there are errors.)

Single click on a report option to bring up a description of the report at the bottom of the screen. <u>To select a report, double click on the report option</u>.

Print a Report

It is recommended that, to print a report, the report first be saved to your C: drive by selecting the **Save As Pdf** option in the upper-left corner of the report screen. This option will save the report on your C: drive from where you can then print it. In addition, this makes the report available without having to access the application. The application automatically creates a folder on your C: drive called "OPI Reports," where all reports from all IRIS applications are saved. After saving the document, navigate to the OPI Reports folder on your C: drive, open the report and print it out. You can also print a report using the **Print** button in the upper-left corner, but be aware that occasionally, because the application does not recognize all printers, this option may not work.

Report Screen

Click the **Close** button in the upper right corner of the screen or click the smaller x to exit the report. (The larger X will exit the application.)

Use the scroll bars to scroll through the page.

If the report is longer than one page, use the forward and backward arrows to move from page to page.

To maximize or minimize the report on the screen, click anywhere on the screen.

The Data Entry Screen

This screen provides options for selecting schools/districts based on the level of the user.

    <u>If the user is logged in as a School</u>, the options for selecting a school or district are not available.

    <u>If the user is logged in as a School District</u> (as in the example below), the user has the option of picking any school within the district to work with.

    <u>If the user is logged in as a Cooperative</u>, the user has the option of picking any member district and any school within that district to work with (see limitations of Coops on page 20).

This screen will show prefilled student information from the December 1, 2006, Child Count for the <u>selected school</u> (the same data shown on the prefilled Worksheet report). Prefilled student data cannot be changed. If an error is found in the prefilled data, notify Anne Lowney at 406-444-5661 or e-mail at alowney@mt.gov.

The second column from the right is the exiting code column (red heading on the data entry screen) and is the only field that can be entered/edited for those students on the prefilled list.

Data Entry Screen

The **Help** button accesses the help options (see page 16 for more information).

The **Report** button provides a list of all students who have been coded with an exiting code for the selected school.

The **Delete** button will delete a new student record (one that has been entered for purposes of reporting an exiting code).

The **Exit** button will take the user back to the Main Menu.

User Levels

Logging In as a School: A school has access to and can enter/edit data only for that school. When the school submits its data, the data are submitted to the district.
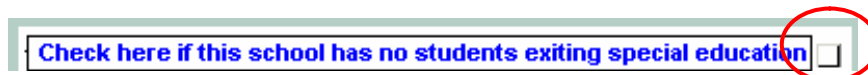
Logging In as a School District: A school district has rights to enter/edit the data for each individual school within the school district. The **School** pull-down menu will list all schools in the district, and the district must select a school to work with. The district must ensure that data for all schools within the district have been entered/edited before the district submits the data for the entire school district. When the district submits its data, the data are submitted to the cooperative if the district is a member or to the OPI if the district is not a member of a cooperative.

Logging In as a Special Education Cooperative: A cooperative has rights to enter/edit data for its member districts and their schools only after a district has submitted its data, unless the cooperative has informed the OPI that it will enter data for its member districts (see more detail below). The **District** pull-down menu will list all member districts in the cooperative. The cooperative must select a district from the **District** pull-down menu and then a school in that district from the **School** pull-down menu to work with. The cooperative must ensure that data for all schools within all member districts have been entered/edited before the cooperative submits. When the cooperative submits its data, the data are submitted to the OPI.

Cooperative entering data for member districts – The structure used by cooperatives for Child Count in December has been copied to this application. If a cooperative entered Child Count data for its member districts, it will have that same access again. If, however, there is a change in the structure used for Child Count, the OPI must be notified so the appropriate flags can be set in the application to allow access either at the cooperative level or at the district level (contact Anne Lowney at 406-444-5661).

Data Entry

If a school has no students to report, click in the box at the bottom of the screen to indicate **no students exiting special education**.

Check here if this school has no students exiting special education

For a student who fits the criteria for reporting exiting data and is on the prefilled list (students listed in alphabetical order by first initial), enter an exiting code in the **Exiting Codes** column.

Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Dup-licate Over-ride	Grade	Race	LEP	Setting of Service	Service Plan	List of Disability Abbrevations	Exiting Codes	SPED Student added for Exiting Purposes
AAA	5/5/1999	M ▾	☐	2 ▾	05 ▾	☐	01 ▾	☐	CD,SL	▾	☐
BBB	1/1/1998	M ▾	☐	3 ▾	05 ▾	☐	02 ▾	☐	OI,AU		
CCC	3/3/1995	M ▾	☐	4 ▾	01 ▾	☐	01 ▾	☐	SL		
DDD	6/6/2001	F ▾	☐	PK ▾	05 ▾	☐	11 ▾	☐	SL		

Add new students here
If you have students to report who are not found on the preprinted list, add them and don't forget they m...

| | | | | ▾ | ☐ | | ▾ | ▦ | 00 ▾ | ☐ | |

01	Returned to Regular Ed
02	Moved, known to be continuing
04	Dropped Out
15	Reached maximum age
22	Died
23	Graduated with diploma
32	Graduated with certificate

To enter an Exiting Code, either click on the down arrow in the exiting code field to bring up the list of codes or, if you know the exiting code, place your curser in the field and type the code number. To remove an exiting code from a student on the prefilled list, backspace or highlight and delete the code number. See page 5 for a list of exiting codes and definitions.

To enter a student not on the prefilled list, go to the blank record in the lower part of the data entry screen and place your curser in the blank initials field (first field). Enter data in all fields (initials; birthdate; gender; duplicate override [if appropriate]; grade; race; LEP [if appropriate]; setting of service does not need to be provided ["00" is the default]; and disability code). See definitions for all codes starting on page 9.

Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Dup-licate Over-ride	Grade	Race	LEP	Setting of Service	Service Plan	List of Disability Abbrevations	Exiting Codes	SPED Student added for Exiting Purposes
AAA	5/5/1999	M ▾	☐	2 ▾	05 ▾	☐	01 ▾	☐	CD,SL	▾	☐

Add new students here
If you have students to report who are not found on the preprinted list, add them and don't forget they must have an Exiting Coc...

| MMM | 03/03/200| | ▾ | ☐ | | ▾ | ▦ | 00 ▾ | ☐ | | ☑ |

frmStudentDisabilities : Form

Enter Disability Codes of Current Student

Initials: MMM

Disability Code:

AU	Autism
CD	Cognitive Delay
CW	Child with Disability
DB	Deaf-Blindness
DD	Developmental Delay
DE	Deafness
ED	Emotional Disturbance
HI	Hearing Impairment

SPECIAL EDUCATIO

Exiting 7/1/2005

School Year: 2005

Coop Submitted
District Submitted
School Submitted

When tabbing to the **Disability Code** field, a disability window pops up. Enter the disability code for the student (for additional codes, press **Tab**). Click the **Close** button or press **Alt-C**.

After the disability code is entered, the record will be saved and moved to the prefilled list, above. An exiting code must still be entered for the student and the curser will be in the exiting code field. Either choose an exiting code from the pull-down menu or if you know the code, type it in.

For all new students entered, a check mark will show in the last column. (This record still must have an exiting code entered before the user can move on.)

Initials First Middle Last F M L	Birthdate Month Day Year mm/dd/yyyy	Gender Male or Female M/F	Dup- licate Over- ride	Grade	Race	LEP	Setting of Service	Service Plan	List of Disability Abbreviations	Exiting Codes	SPED Student added for Exiting Purposes
AAA	5/5/1999	M	☐	2	05	☐	01	☐	CD,SL		☐
BBB	1/1/1998	M	☐	3	05	☐	02	☐	OI,AU		☐
CCC	3/3/1995	M	☐	4	01	☐	01	☐	SL		☐
DDD	6/6/2001	F	☐	PK	05	☐	11	☐	SL		☐
EEE	7/7/2002	M	☐	PK	03	☐	14	☐	CW		☐
FFF	11/11/1996	F	☐	3	05	☐	01	☐	LD		☐
MMM	3/3/2001	M	☐	1	05	☐	00	☐	AU		☑

Add new students here
If you have students to report who are not found on the preprinted list, add them and don't forget they must have an Exiting Cod

| | | | ☐ | | | ▦ | 00 | ☐ | | | ☐ |

Exiting Data Report

Print the completed Exiting Data report for the school selected to check for accuracy and to keep for your records. Be sure any corrections to the data are made prior to submittal. (This report may be viewed or printed at any time during the data entry process.)

> **Click on the Report button in the lower right corner of the data entry screen.**

The same reports are also available under the **Reports** button on the **Main Menu**. The report is called Final Report of Students with Exiting Codes.   Cooperatives and districts can use this option to print out, as one report, all data for the schools in a district, or all data for the schools in member districts for a cooperative.

Submit Completed Data

When all data have been entered and the user is confident the printed report is correct, the data must be submitted to the next level. When the data have been successfully submitted, the user no longer has rights to edit the data at that level, but can still view the data (and print out reports). Any corrections must be made at the next level (the final level is the OPI).

- When the user submits at the SCHOOL level, the submitted report goes to the district level.
- When the user submits at the DISTRICT level, the submitted reports for all schools in the district go to the cooperative if the district is a member of a cooperative or to the OPI if the district is not a member of a cooperative. **A district that is not a member of a cooperative is responsible for ensuring submittal of all data for the schools in the district.**
- When the user submits at the COOPERATIVE level, the submitted reports for all schools of all member districts go to the OPI. **A cooperative is responsible for ensuring submittal of all data for member districts to the OPI.**

Main Menu
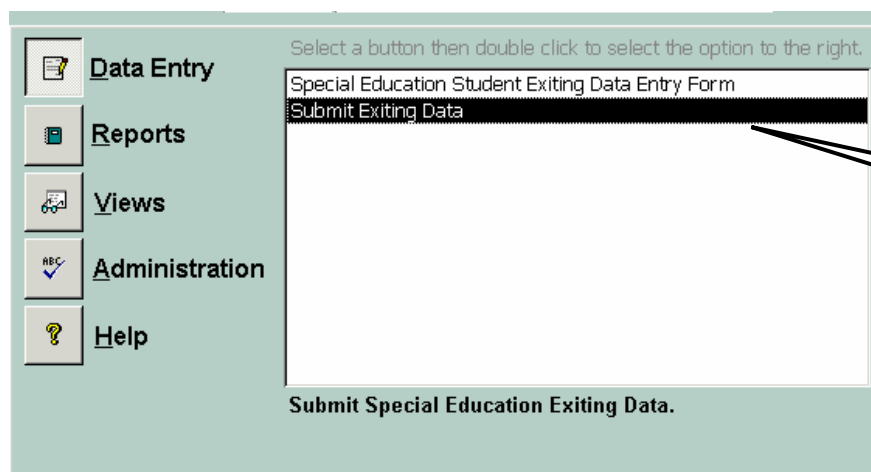
At the Main Menu, double click on <u>Submit Exiting Data</u> item under the Data Entry button.

Submit Screen

Click the Submit button.
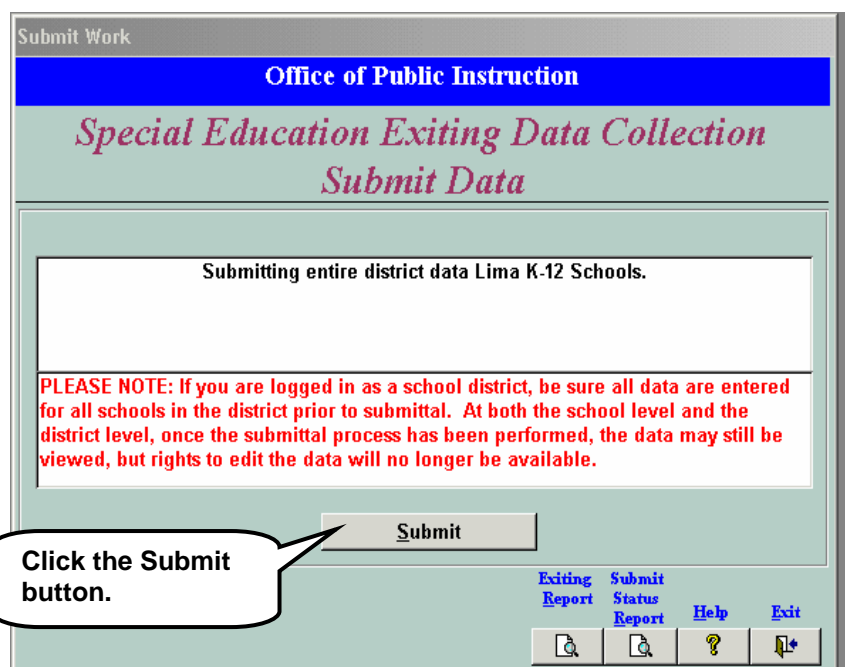
To **Submit Data**, click the **Submit** button in the center of the screen.

There are several reports found in the lower right corner of the screen:

Exiting Report lists all students who exited (this is the same report that can be accessed from the Reports button on the Main Menu or, for each school, on the Data Entry Screen).

Submit Status Report tells the submittal status of schools within a district or member districts within a cooperative. This report is only useful at the district and cooperative levels, and then only if schools or member districts are submitting their own data.
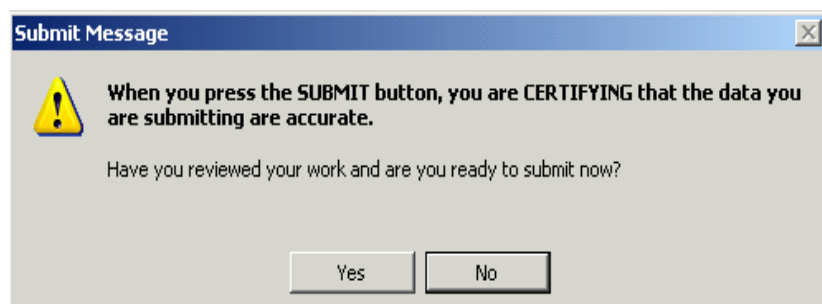
After clicking the **Submit** button, you will be reminded that when you submit the data **you are certifying that the data are accurate**. If you are confident the data are accurate, click **Yes**.

9695 Flathead County Coop
        0341 Marion Elem
                1697 Marion 7-8   School has not checked NO EXITING STUDENTS and there are no
                                                    students with Exiting Codes.

DataValidation ⊠

❌ You cannot submit until all the listed validation errors are corrected.

[OK]
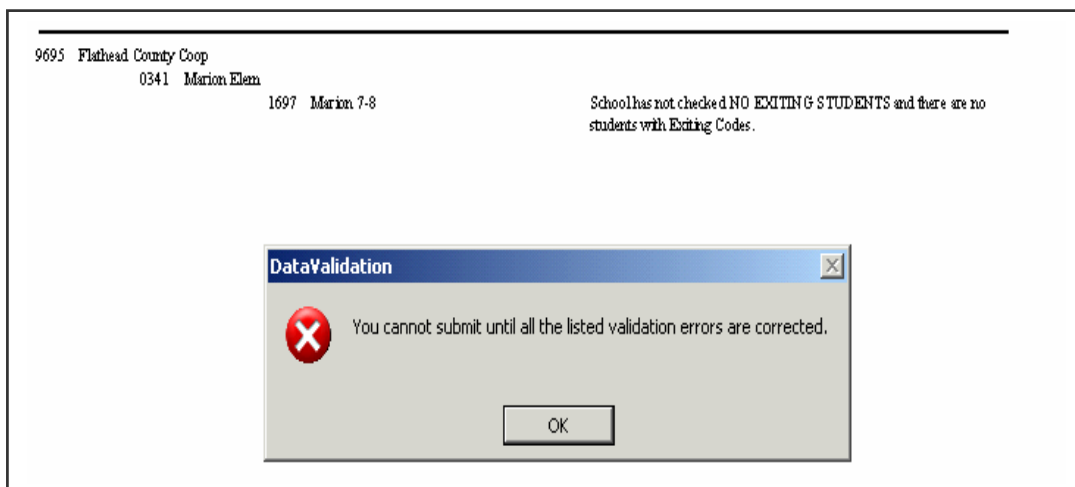
If there are validation errors on any of the data reports, this message will pop up (in this case, a cooperative is submitting and there is one school that does not have the "no exiting students" box checked and does not have any students marked with exiting codes). This error must be corrected before the data can be submitted. Click **OK**. The validation report may be printed out using the same process described on page 18. Close the validation report, exit the submit screen, correct the errors listed on the validation report, and re-submit.

No Validation Errors ⊠

The data has passed the validation process. There are no validation errors.

[OK]
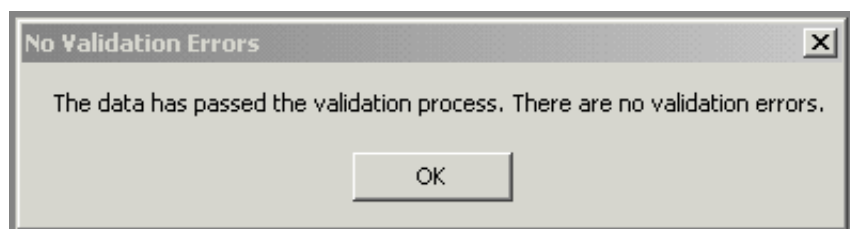
If there are no validation errors, you will see this message. Click **OK**.

Submitted Data ⊠

Your data has been submitted. Thank you.

[OK]
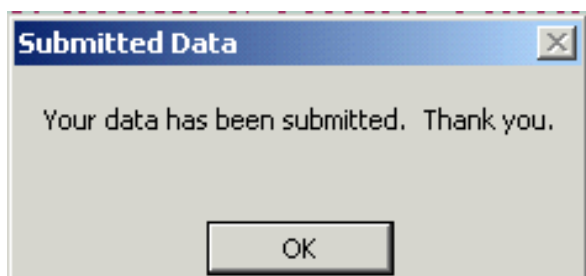
The next message you see will validate that the data have been submitted.

Submit Screen

All Schools under Harrison K-12 Schools have been submitted to OPI. Thank You!

The Submit screen will also verify that the data have been successfully submitted.

PLEASE NOTE: If you are logged in as a school district, be sure all data are entered for all schools in the district prior to submittal. At both the school level and the district level, once the submittal process has been performed, the data may still be viewed, but rights to edit the data will no longer be available.

When data have been submitted successfully, the <u>Submit</u> button will be grayed out and the statement at the top of the screen will verify that data were submitted.

Submit

Exiting Report (all student)   Submit Status Report   Help   Exit

Exit the Submit screen by clicking the exit button in the lower right corner.

If corrections must be made after data have been submitted, the user must contact the next level to make the corrections (the next level for a school is the school district, for a school district it is the cooperative or the OPI if the district is not a member of a cooperative, and for a cooperative it is the OPI).

NOTE: The OPI will **not** consider data to be complete until it has been submitted at the district level for a school district that does not belong to a cooperative or at the cooperative level for all school districts that are members of cooperatives.

THANK YOU FOR SUBMITTING DATA ELECTRONICALLY!!

If you have questions, call Anne Lowney at 406-444-5661
Or e-mail to alowney@mt.gov

If you have comments or concerns about this electronic process for collecting
Special Education Exiting Data, please e-mail Anne Lowney
at the above e-mail address.
We would like to hear from you.

Paper Filers

Because divisions at the OPI are working toward a more electronic means of moving the huge amounts of data between this office and school districts, we are committed to promoting the use of paperless submittal processes. Toward that end, we encourage you to submit your special education exiting data electronically. We believe this method of data collection results in more accurate data and decreases the amount of time spent on the reporting process. We will help you in any way that we can to make the process as efficient and easy as possible. Please call if you need assistance: Anne Lowney, 406-444-5661.

If, for some reason, electronic submittal of your data is not possible, then the following instructions are provided for the paper submittal of special education exiting data.

You must print out your prefilled report from the Special Education Data Collection application on the Internet. The prefilled report is a list of student data, by school, reported in the December 1, 2006, Child Count. Instructions for accessing the application start on page 11 and instructions for printing out the report are found on page 18. **If you do not have access to the Internet, we will print out and mail your reports to you. Please call Anne Lowney at 406-444-5661.**

Enter an exiting code in the **Exiting Codes** column (last column) of the prefilled report for any student listed who has exited the special education program (see an example of the report on page 18).   A list of exiting codes and definitions starts on page 5.   The report must be signed at the bottom of the page by the individual completing the report and a phone number included to contact that person if there are questions.

If the school has no students to report, check the "no students exiting" box at the bottom of the report for that school. You must submit a completed report for each school in the district to the OPI, whether there are students to report or not.

The last page of this manual is the New Exiting Student Form. This form should be used for any students who fit the criteria for reporting (see criteria for who should be reported on page 3), but are not listed on the prefilled report.   Fill out the New Exiting Student Form and staple it to the prefilled report for that school. A list of additional data required for students who have exited the program, but are not on the prefilled report, starts on page 8.

Mail completed and signed reports to:

> Special Education Data Manager
> Attn: Anne Lowney, Program Specialist
> Office of Public Instruction
> PO Box 202501
> Helena, MT 59620-2501

NOTE: If you are a school district that is a member of a cooperative, mail the completed and signed reports for the schools in your district to your cooperative.

If you have questions, please call Anne Lowney at 406-444-5661.

New Exiting Student Form

NEW EXITING STUDENT FORM
For the School Year 2006-07 (July 1, 2006 - June 30, 2007)

OPI
Linda McCulloch, Superintendent
Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
Toll Free: 1-888-231-9393, Local: 406-444-3095
www.opi.mt.gov

Special Education Data Collection
Exiting Data: July 1, 2006 - June 30, 2007

Due Date: June 30, 2007

Return to: Anne Lowney
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Coop: _____

District:_____

School:_____

INITIALS First Middle Last F M L	BIRTHDATE Month Day Year mm/dd/yyyy	GENDER Male or Female M/F	Dupli-cate Over-ride ✓	GRADE	RACE	LEP ✓	Setting of Service	Service Plan ✓	List of Disability Abbreviations	Exiting Code

Report students on this form who were in special education at the start of the reporting period, but were not in special education at the end of the reporting period, and were not listed on the prefilled exiting form that contains student data from the December 1, 2006, Child Count.

Frequently Asked Questions

Question: If a young child (between 3-5 years old) who is receiving special education services is exited out of the special education program before the child enters kindergarten, must the child be reported as dropped out because the child is not currently receiving education services anywhere?

Answer: No. Report the child under exiting code 01 (Returned to Regular Education).

Question: Should a student be reported under exiting code 02 (Moved, Known to be Continuing) if the student moves from one school to another within a school district?

Answer: No. A school district is considered the "catchment area." The student should only be reported if he/she moves out of the catchment area.

Question: If a student moves from an elementary school district to a high school district, should the student be reported under exiting code 02 (Moved, Known to be Continuing)?

Answer: If the high school district is in the same "catchment area" as the elementary district, then the student should NOT be reported as exiting. <u>Catchment area is defined as</u> the elementary school district AND the high school district or the K-12 school district that the student would move through in the normal progression of his/her education.

Question: How do I report a student who was not in special education at the beginning of the reporting period (July 1, 2006), enters special education during the reporting period, but then leaves special education before the end of the reporting period?

Answer: A student who is not in special education at the beginning of the reporting period (July 1, 2006) should <u>NOT</u> be reported as exited.

Question: Where do I report a student who left school to be home schooled?

Answer: If the student continues to receive special education and related services from the school district, then the student should not be reported as exited. If the student is no longer receiving special education services, but is in a registered home school program (registered with the county superintendent in which the home school is located) then report the student as 02 (Moved, Known to be Continuing). If the student is no longer receiving special education services, and is in a home school setting, but the home school is not registered with the county superintendent, then report the student as 04 (Dropped Out).